

***National Institutes of Health  
Office of the Director  
Employee Performance Plan***

**PART I: Identifying Information (typed)**

<b>A. Employee's Name:</b> Oprah Avery	<b>D. Rater's Name:</b>
<b>B. Position Title, Series, and Grade:</b>  MEDICAL TECHNOLOGIST, GS-0644/11	<b>E. Rater's Title:</b>
	<b>F. Reviewer's Name:</b>
<b>C. Organizational Location:</b>	<b>G. Reviewer's Title:</b>

**PART II: Signatures and Dates**

	<b>Plan Establishment*</b>	<b>Progress Review</b>	<b>Rating*</b>
<b>Rater's Signature</b>			
<b>Date</b>			
<b>Reviewer's Signature</b>	(as required)	<b>NOT APPLICABLE</b>	(as required)
<b>Date</b>			
<b>Employee's Signature*</b>			
<b>Date</b>			

\*Employee's signature indicates that a copy has been received.

**PART III: Evaluation**

<b>Appraisal Period:</b> From: __01/01/05__ To: __01/01/06__	<b>The rating is (check one):</b> <input type="checkbox"/> Rating of Record <input type="checkbox"/> Interim Rating
This performance plan consists of _____4_____ elements.	<b>Rating (check one):</b> <input type="checkbox"/> Acceptable (rated Acceptable on all critical elements) <input type="checkbox"/> Unacceptable (rated Unacceptable on one or more critical elements)

### **Unit Objectives**

- Proficiency in WNV testing at onset of “go-live” date determined by Chiron.
- Ensure testing is performed according to SOP’s.
- Ensure all SOP’s are in compliance with package insert/manuals and contain all critical elements and control points.
- Ensure all maintenance is performed according to schedule and is performed according to procedure.

### Performance Elements

Each of these critical elements supports one or more of the Unit Objectives (cascading).

Employee's Name: Oprah Avery Performance Year: 2005		
Performance Elements and Standards (describe each element and standard below):	Acceptable	Unacceptable
<p><b>To be rated acceptable all items below must be achieved.</b></p> <p><b>1. TESTING MANAGEMENT</b> Performs routine and complex testing procedures independently and accurately according to standard operating procedures (SOP) and/or kit inserts and regulatory agencies including federal. Performs complex procedures with very rare supervision or consultation. Understands and applies theoretical principles of testing procedures while performing testing assays. Completes assigned work within the scheduled duty hours. Performs, evaluates and compiles testing results of new procedures. Processes samples appropriately.</p> <p><b>2. MAINTAINS LAB EQUIPMENT</b> Performs routine maintenance of equipment as assigned promptly and accurately by following instructions found in the instrument manuals. Performs non-scheduled maintenance of equipment as needed. Performs Quality Control (QC) steps as required after completion of maintenance. Performs complex troubleshooting with minimal support. Insures that maintenance and function checks/QA/ QC procedures are properly documented. Assists with the validation of new instrumentation.</p> <p><b>3. INTERPRETS AND REPORTS TESTING RESULTS</b> Accurately orders tests on donors (and patients) as required; accurately enters or reviews and verifies test results in LIS; retransmits results as necessary; accurately enters donor test results into KAOS system and prints and distributes KAOS or LIS reports as appropriate. Understands and interprets test results, identifies abnormal results and takes appropriate action as per written SOP and/or kit insert. Relates abnormal results to clinical history of patient. Orders reflex testing as needed on reactive samples and prepares samples for shipping, if needed. Records reactive sample results in proper notebooks. Reviews results for other techs as required.</p> <p><b>4. PROFESSIONAL GROWTH AND DEVELOPMENT</b> Attends mandatory institutional training sessions or takes exams as required (fire safety and universal precautions). Actively seeks and attends education programs or training to expand and improve job knowledge and skills. Train students, fellows or new employees and completes written documentation of trainees performance.</p> <p><b>5. CUSTOMER SERVICE</b> Provides responsive service to internal and external customers as verified by supervisor that conforms to customer service unit requirements and specifications.</p>		

--	--	--

**Progress Review Comments (optional)**

<b>Employee's Name:</b>	<b>Performance Year:</b>
<b>Achievements/Strengths:</b> <i>Be specific and relate to performance elements.</i> List areas where work was done well and identify strengths exhibited by employee during rating period.	
<b>Areas of Concern:</b> <i>Be specific and relate to performance elements.</i> Note deficiencies or areas where performance has declined during rating period.	
<b>Strategies for Enhancement:</b> List areas where the employee might enhance performance. Comments may also identify suggestions for career growth and development.	

## Rating Comments

<b>Employee's Name:</b>	<b>Performance Year:</b>
<b>Achievements/Strengths:</b> <i>Be specific and relate to performance elements.</i> List areas where work was done well and identify strengths exhibited by employee during rating period.	
<div style="text-align: center;">(optional)</div>	
<b>Areas of Concern:</b> <i>Be specific and relate to performance elements.</i> Note deficiencies or areas where performance has declined during rating period.	
<div style="text-align: center;">(MANDATORY if performance is rated Unacceptable)</div>	
<b>Strategies for Enhancement:</b> List areas where the employee might enhance performance. Comments may also identify suggestions for career growth and development.	
<div style="text-align: center;">(optional)</div>	